

**CONFIDENTIAL**

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1 May 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 24 April -- 1 May 1956

1. Basic Supervision. Basic Supervision #19 started on Monday, 30 April. This is an extra presentation in addition to those on the long-term OTR schedule, and is the third extra run since 1 January. Partly as an experiment and partly in order to meet our regularly scheduled courses, this presentation is on a full-time basis for one week. Students enrolled are GS-5 through GS-7, from the following major components: DD/I, 5; DD/S, 7; DD/P, 3; and Cable Secretariat, 3.

25X1 2. Special Management Presentation. We have received a request from [redacted] of Admin/SR, for a two-week, half-time management course to be presented to SR personnel at Branch and equivalent levels. Dates tentatively set are 28 May through 8 June and 11 through 22 June. This proposal, which has the backing of [redacted] Chief, SR, will cover branch and staff chiefs and their deputies, and will deal with management patterns and problems in the SR Division. We are delighted to have this requirement laid on us, even though it may necessitate the cancellation of one presentation of the regular management course. Our limited staff, and the commitments which had previously been made for an OSI Management Conference the week of 21 May ~~will~~ make it impossible to carry through the regularly scheduled presentation of Basic Management, 14-25 May.

25X1 3. OSI Management Conference. Dates for the conference of OSI management, branch and division chiefs through AD levels, are now in doubt. Production commitments will tie up AD/SI during the week of 21 May, when the Conference was originally scheduled. OSI is considering two alternatives, either of which is acceptable to Management Training: to postpone the program about two weeks, to approximately 4 June, or to postpone it until September. We have insisted only that if the AD cannot participate there will be no Conference. We have indicated our willingness to adjust the schedule in whatever way will make it possible for him to participate.

[redacted]  
Chief, Management Training

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